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Tie Card Scanning Project

Scanning Tips – Things to be aware of prior to scanning tie cards

1. Tape file cabinet drawers prior to moving the file cabinet to eliminate accidental spilling of files.

2.   Place a blank white card between cards that have index dividers prior to scanning, it helps in refiling the cards. (The scanned blank cards can be easily deleted after verifying they are blank)

3. Make sure there are no staples in the cards prior to scanning.

4. Don't use colored tie cards, it is difficult to get good quality scans. Scanners have to be adjusted to account for colored tie cards. Make sure that the white cards come out okay too.

5. If using pencil lead on tie cards, make sure you use a number #2 pencil lead or darker. Fine pencil lead is difficult to scan.

6a. Cards that have printing on front and back need to be scanned into a two page PDF document file. The front of the card would be page one. The back of the card would be page two.

6b. Make sure that a tie card containing information on the front and back of the card is scanned such that the images are right side up on both pages of the scanned document.

7. The Board of Accounts does not like records taken off site. It is possible to take records off site if the County Surveyor approves and the County Surveyors Office send notices to customers and let them know when the files are not available. Also, a notice should also be posted in the Surveyors office notifying customers when the files will be unavailable.

8. If files are taken off site for scanning, it is recommended that a County representative accompany the files to assure the chain of custody.

9. Contractors that are hired to do the scanning should notify the County Surveyors Office as to the length of time the files will be out of the office. This should be done prior to scanning so the information can be provided to the public.

Lorraine Wright, Geodetic Workgroup, July 11, 2005